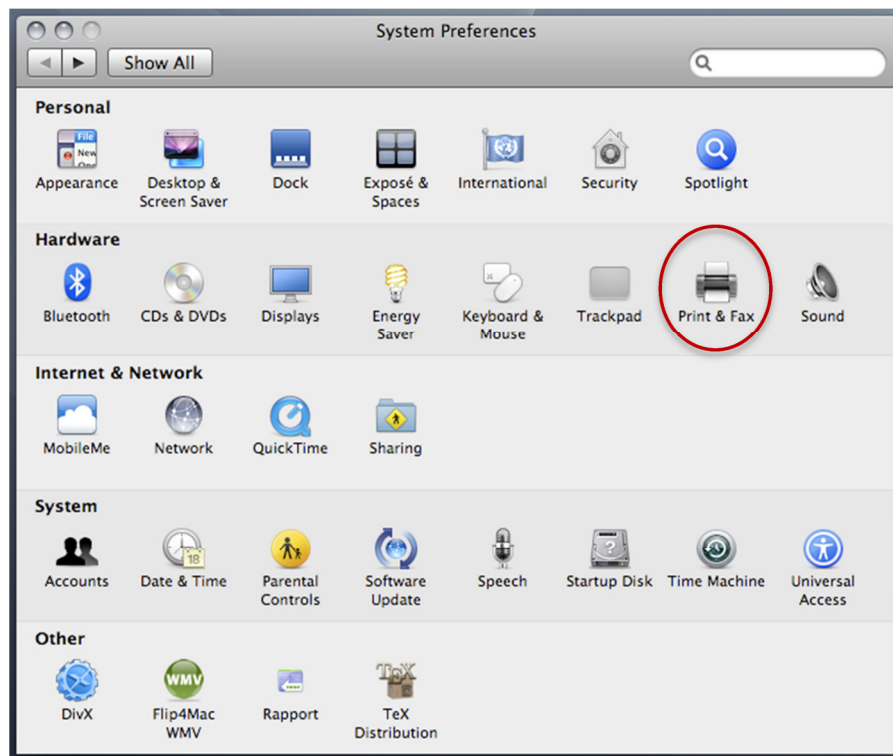


Printing Setup Instructions: Apple Mac OS X (v.10.5 or later)

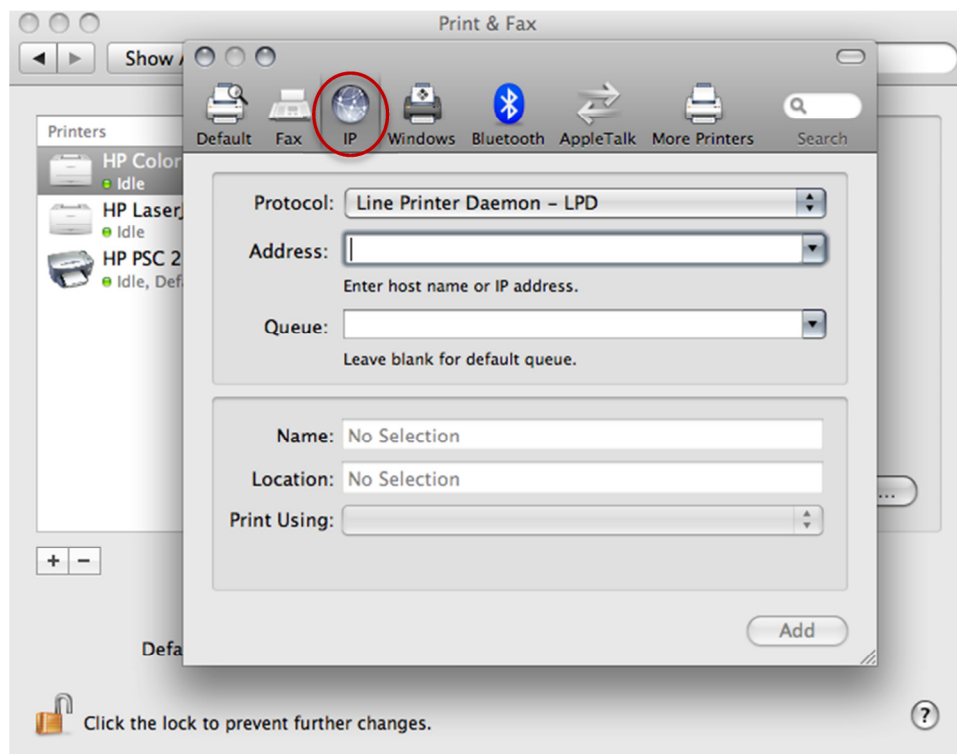
*Open **System Preferences** from the **Apple** menu*



Choose **Print & Fax** from the **View** menu



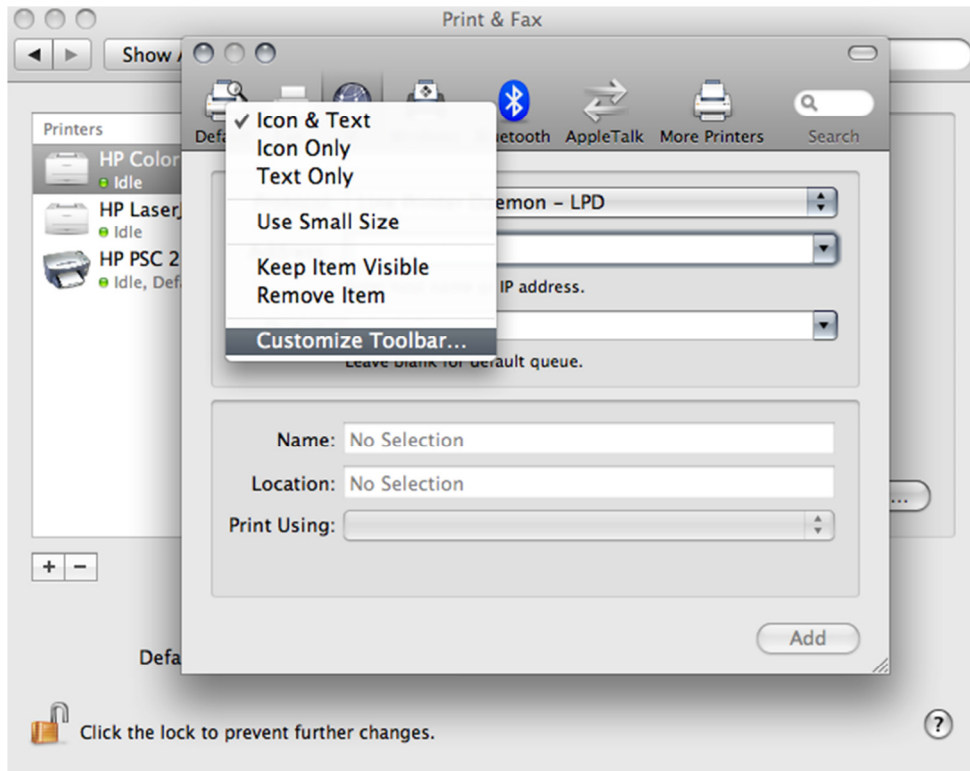
Click on the + sign at the bottom of the list of printers to **Add a printer**.
Type at Address: **stbsc05.stb.sun.ac.za\STB_PRINT_Q01**



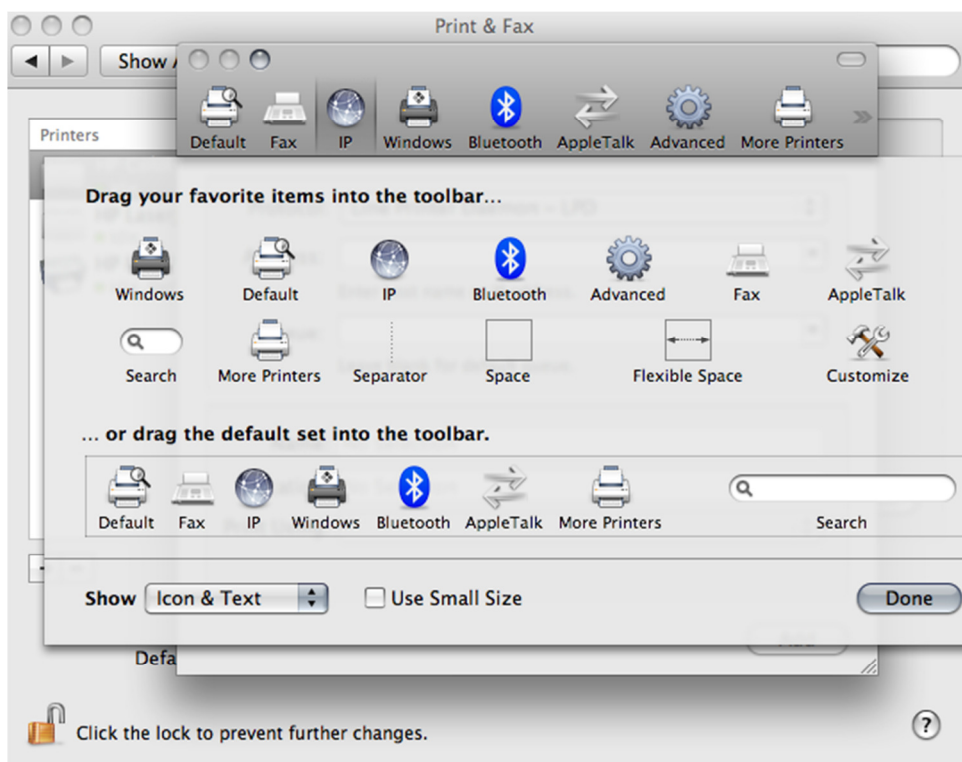


Skip to page 4 if the **Advanced** gear icon does appear, if it does not appear:

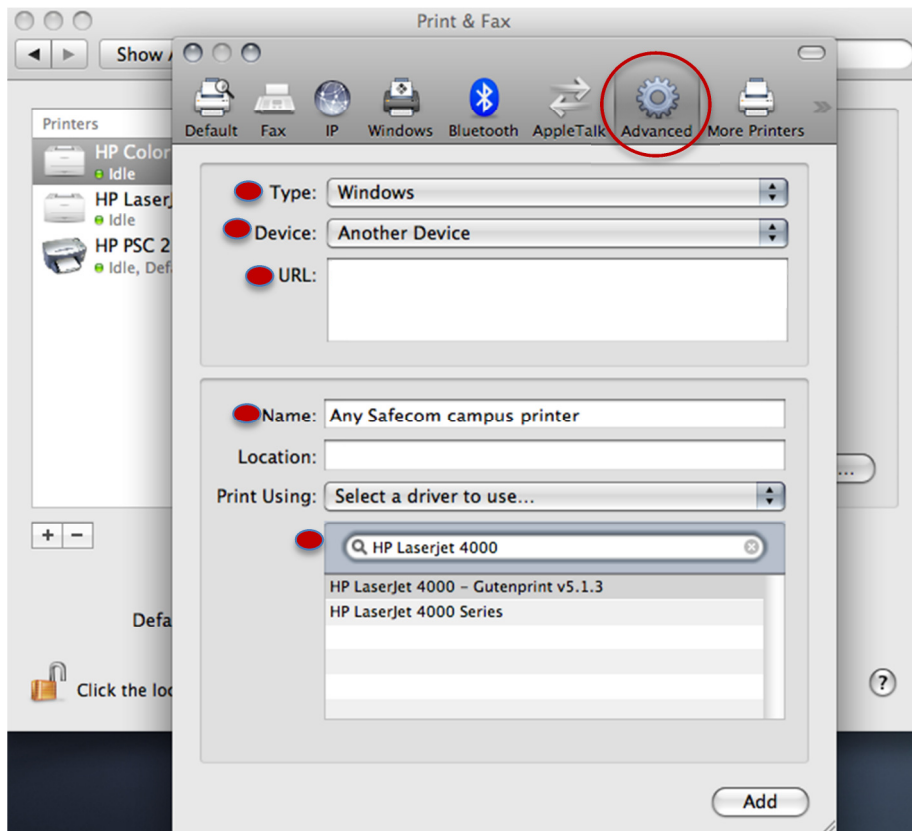
Press the **Control** key while clicking the 'Default' icon (or any other icon on the toolbar), then choose **Customize Toolbar** from the **contextual** menu that appears.



Drag the **Advanced** (gear) icon to the toolbar. Click **Done**.

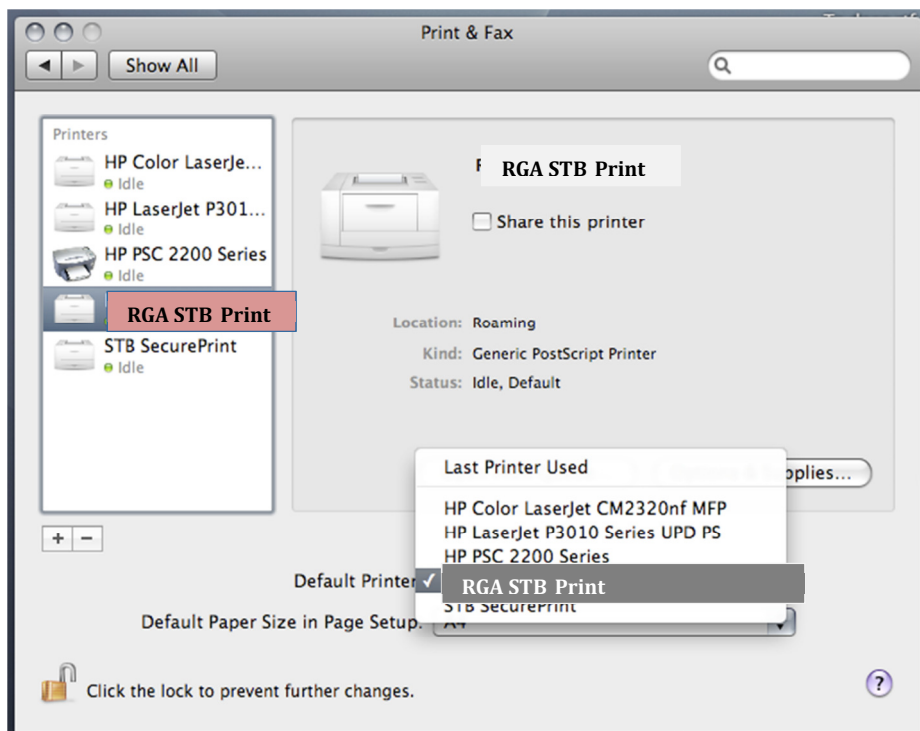


Click the **Advanced** (gear) icon. Complete the dialog box as shown below.
Type at **URL** adres: **stbcs05.stb.sun.ac.za\STB_PRINT_Q01**



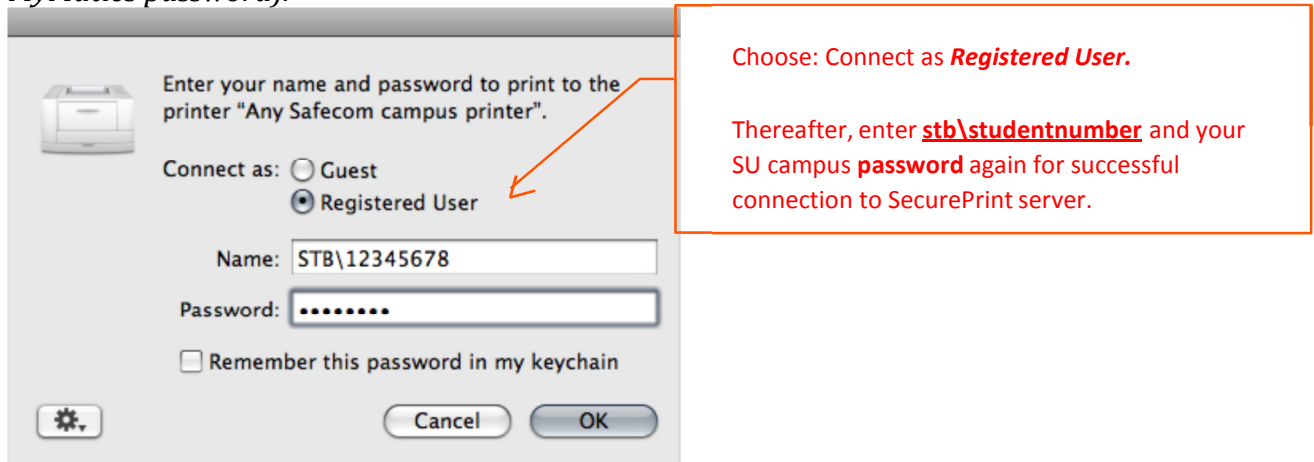
Click **Add**.

Ensure that the **Safecom printer queue** you have added is set to be the **default printer** on your Apple MAC.



Print one page as test for successful print.

When prompted for a Name and Password be sure to select "Registered User" and please enter **STB\studentnumber** (e.g. stb\12345678) as Name, and your SU campus password (e.g. MyMaties password).



Enter your name and password to print to the printer "Any Safecom campus printer".

Connect as: ☐ Guest ☒ Registered User

Name: STB\12345678

Password:

☐ Remember this password in my keychain

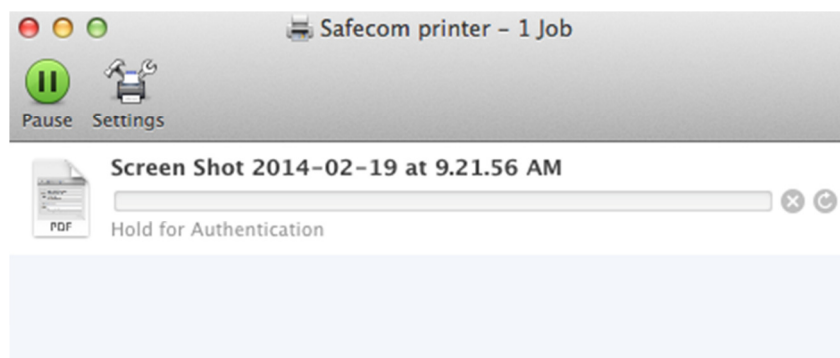
Cancel OK

Choose: Connect as **Registered User**.

Thereafter, enter **stb\studentnumber** and your SU campus **password** again for successful connection to SecurePrint server.

DO NOT tick 'Remember this password in my keychain' because you will not be able to connect to the Print server when your SU campus password changes.

If you neglected to add the **STB** campus designation before your student number, then your print job will be put on hold pending proper authentication.



Delete the print job and resubmit with the campus designation **STB** prefixed to your student number. The job will then be submitted successfully to the Safecom Print Server.

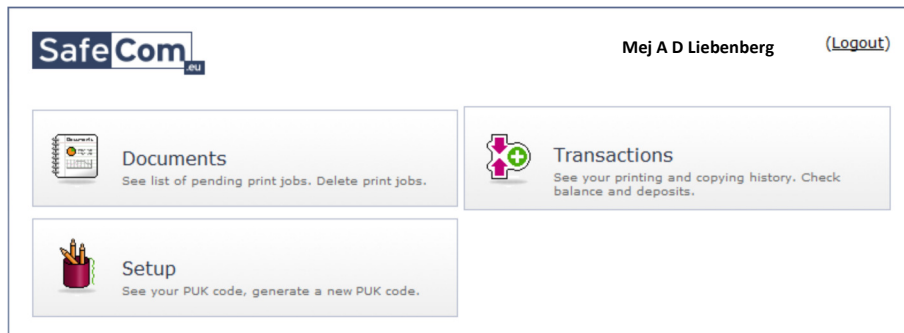


Before you swipe your card at the print, make sure the requested print job is available on the Safecom Print Server:

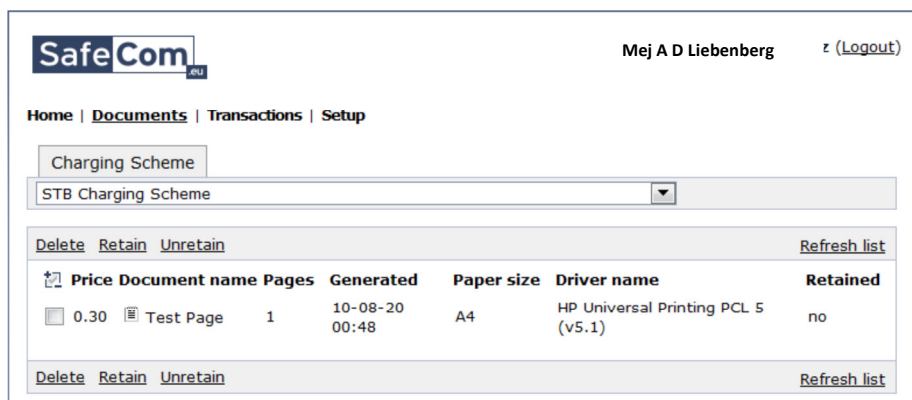
Open your browser and go to the following Safecom Print Server URL:

<http://rgaprint.stb.sun.ac.za/safecom/>

Click on **Documents** to see a list of your pending print jobs:



You should see your test page listed. From this screen you can manage, **View** or **Delete**, your print jobs.



Congratulations, you have successfully set up SafeCom printing on your computer.

You may now release the print job at a campus Safecom printer by the swipe of your student card.